



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
12000 GOVERNMENT CENTER PARKWAY, SUITE 427
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

VIRGINIA

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY: 1-800-828-1140

JUL 17 2002

AMENDMENT NO. 1

SUBJECT: Healthy Families Fairfax Program

CONTRACTOR

Abilities Network, Inc.
300 E. Joppa Road, #1103
Towson, MD 21286

VENDOR CODE

B52-6060453-01

CONTRACT NO.

RQ 01-480672-21A

By mutual agreement, Contract RQ01-480672-21A is amended to reflect the following additions to the Healthy Families Fairfax Program (HFF) operations, effective July 1, 2002:

1. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.a: "to be evaluated through use of participant survey {Policies & Procedures (P&P) Section 4-3, Family Satisfaction Survey} and phone survey."*
2. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.b: "to be evaluated through monthly & quarterly statistics – level and home visit's provided, date enrolled, etc. (P&P Section 1-7, Level of Service/HV Frequency of Contact)."*
3. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.c: "to be evaluated through prenatal care visit form (for those enrolled prenatally) HFF State Goal & Objective: 90% of HFF new enrollees make 80% prenatal care visits (P&P Section 1-11, Tracking of PNC Visits)."*
4. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.d: "to be evaluated through the immunization form – based on child's age quarterly & how many immunizations should have been achieved – not to include cases that have been on Level X for two months or more during the quarter. HFF State Goal & Objective: 90% of children receive all immunizations on schedule as recommended by ACIP, AAP, State Health Dept., or provider. (P&P Section 1-13, Linkage to Medical Provider and Immunization Tracking)."*
5. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.e: "to be evaluated through PIMS Referral form, (P&P Section 2-1, Referral Tracking)."*

RQ01-480672-21A

Amendment No. 1

Page 2

6. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.f: "to be evaluated through monthly statistics and ASQ Results Summary form HFF State Goal and Objective: 90% of children are screened for developmental delays. Screening of each child occur at least semi-annually until age 36 months, and annually thereafter. (P&P Section 1-16, NCAST-ASQ Tracking)."*
7. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.g: "to be evaluated through Curriculum Completion Record, Content of Parent Child Interaction on home visit log (P&P Section 1-14, Curriculum/Parent Education)."*
8. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.h: "to be evaluated through ASQ's and Curriculum Completion form (P&P Section 1-16, Section 1-14)."*
9. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.i: "to be evaluated through monthly statistics. HFA Credentialing standard 4-1.B Rating Indicator 2 "Families/participants receive at least seventy-five percent (75%) of the appropriate number of home visits based upon the individual level of service to which they are assigned, with at least eighty percent (80%) of the completed visits occurring in the home." (P&P Section 1-7, Level of Service/HV Frequency of Contact)."*
10. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.j: "to be evaluated through case file review (QA)."*
11. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.k: "to be evaluated through QA review of cases (P&P Section 1-15, Family Goal Plans)."*
12. *Tasks to be Performed, Section 3, The following provision is added to Part 3.2.l: "to be evaluated through PIMS Training Report based on credentialing & (P&P #3-1, Staff Training) and orientation checklist."*
13. *Tasks to be Performed, Section 3, The following provision is added to Part 3.3.a: "to be evaluated through monthly statistics and QA visit."*
14. *Tasks to be Performed, Section 3, The following provision is added to Part 3.3.b: "to be evaluated through On-Call Calendar."*
15. *Tasks to be Performed, Section 3, The following provision is added to Part 3.3.c: "to be evaluated through HFA Credentialing standard #11-2 B Rating Indicator 3, "The program has supervisory procedures to assure that direct service staff are provided with the necessary professional support to continuously improve the quality of their performance." (P&P Section 3-4, FSW Supervision); analysis of staff turnover rate; and exit interviews with staff."*
16. *Tasks to be Performed, Section 3, The following provision is added to Part 3.3.d: "to be evaluated through QA record review."*

RQ01-480672-21A

Amendment No. 1

Page 3

17. *Tasks to be Performed, Section 3, The following provision is added to Part 3.3.e: "to be evaluated through a review of the training and supervision logs."*
18. *Tasks to be Performed, Section 3, The following provision is added to Part 3.3.f-j: "to be evaluated through a review of the supervision log."*
19. *Tasks to be Performed, Section 3, The following provision is added to Part 3.4: "to be evaluated through attendance records."*
20. *Tasks to be Performed, Section 3, The following provision is added to Part 3.5: "to be evaluated through budget review and monthly invoices."*
21. *Tasks to be Performed, Section 3, The following provision is added as Part 3.6: "Using caseload guidelines from Healthy Families America, the Contractor will provide Healthy Families' services to all families referred by the Fairfax County Health Department Nursing Supervisor."*
22. *Other Requirements, Section 4, The following provision is added to Part 4.1: "and will be evaluated through review of PIMS Training Log."*
23. *Other Requirements, Section 4, The following provision is added to Part 4.2: "Basic and intermediate computer training must be completed by each FSW and Supervisor, and they must attend PIMS form training (PIMS Form Training conducted by Lee Huntington)."*
24. *Other Requirements, Section 4, The following provision is added to Part 4.3: "Budget analyst and QAC to monitor and report if out of compliance."*
25. *Other Requirements, Section 4, The following provision is added to Part 4.4: "If there is an issue, QAC informs the Executive Directors."*
26. *Other Requirements, Section 4, The following provision is added to Part 4.5: "If there is an issue, Contractor will be informed by County staff."*
27. *Other Requirements, Section 4, The following provision is added to Part 5.2: "To evaluate, refer to 'Roles and Responsibilities' for each position developed by program staff."*
28. *Reports and Invoicing, Section 30, Part 30.1, The following provision is added to Part 30.1: "When reporting the monthly expenditure of cash match, the source of matching revenue must be referenced on the monthly invoice."*

By mutual agreement, Contract RQ 01-480672-21A is amended to reflect the following change to the Healthy Families Fairfax Program (HFF) operations, effective July 1, 2002:

1. *Tasks to be Performed, Section 3, The following language is deleted: "interdisciplinary team" The following language is added: "weekly team meeting"*

All other prices, discounts, terms and conditions shall remain the same.

for Cathy A. Mure
Armand E. Mure, CPPO
Director/County Purchasing Agent

ACCEPTANCE:

BY: Lee Ann Kingle
Signature

Lee Ann Kingle
Printed

6-26-02
Title

6-26-02
Date

DISTRIBUTION:

Finance- Accounts Payable
DPSM - Admin. Section
Asst. Buyer - Team 2

Contractor
Contract Administrator - LPM
DAHS - Chris Miller